



# Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 22-55		
Business Title: HVAC Mechanic	State Classification: HVAC Mechanic II	
Salary Group: A16	Salary: \$4,084.00(Month) \$49,008.00 (Year)	Hours/Week: 7:00am-3:30pm, M-F*
Location: Texas School for the Blind and Visually Impaired (TSBVI) 1100 West 45 <sup>th</sup> Street Austin, Tx 78756		
Posting Date: 01/20/2022	FLSA Status: Nonexempt	Hours: 40
Closing Date: Open until filled	Shift Differential: n/a	Openings: 1
Division: Chief Operations	Program: FMO - TSD/TSBVI Maintenance	

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through [www.WorkInTexas.com](http://www.WorkInTexas.com).

\*Must be able to work flexible hours during a legislative session and as needed.

## **JOB SUMMARY:**

Performs complex (journey-level) heating, ventilation, and air conditioning (HVAC) equipment work. Work involves installing, repairing, maintaining, and servicing plant equipment and component parts in units such as heating, air conditioning, ventilating, and power distribution systems. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

## **ESSENTIAL FUNCTIONS:**

- Performs scheduled services on air conditioning, heating and ventilation equipment.
- Services pumps, air compressors, and circulating pumps associated with HVAC equipment and systems.
- Repairs or replaces worn or broken parts on condensers, compressors, and water and vacuum pumps.
- Installs motors, pumps, and air compressors.
- Cleans coils, rods, tubes, changes filters, and belts.
- Checks gauges and performs preventive maintenance work.
- Maintains records and prepares reports on repairs and service to equipment.
- Operates a state motor vehicle in order to perform essential functions.
- Performs related work as assigned.
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## **MINIMUM QUALIFICATIONS:**

- High school diploma or GED.
- Vocational or technical training certification in air conditioning systems or a related mechanical field.
- Two (2) years' experience in building maintenance and repair related to HVAC.
- Education and experience may be substituted for one another on a year-for-year basis.
- Valid State of Texas Class "C" driver's license.

## **KNOWLEDGE, SKILLS & ABILITIES:**

- Working knowledge of the principles, practices, materials, tools, and equipment of air conditioning, heating and ventilation, and safety practices and procedures.
- Working knowledge of mechanical operation, maintenance, and repair.
- Skill in the use of personal computers and applicable programs, applications, and systems.
- Ability to work from blueprints and sketches, and follow oral and written instructions.
- Ability to prepare and maintain records, files, and reports.
- Ability to operate a motor vehicle.
- Ability to provide customer service.
- Ability to communicate effectively, both orally and in writing.



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## **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

This position requires the ability to stoop, bend, lift, and stand for prolonged periods of time. Must be able to move 55 lbs. of product and materials. Must be able to work outdoors and in various weather conditions. Must be able to navigate uneven terrain and at various heights using ladders and lifts.

**Veterans:** Use your military skills to qualify for this position and others at TFC. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 11B Infantryman, AN Airman, 210 Damage Control man, 1316 Metal Worker, 3E4X3 Pest Management or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at [http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

**Incomplete applications will not be considered.**

## **Conditions of Employment:**

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

**If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.**

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Note:** Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

**WIT Number: 15055132**

## **EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**Texas Facilities Commission  
Central Services Building,  
1711 San Jacinto, Austin, Texas 78711  
Office 512-463-3433**